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**SOME DOCUMENTS
OF LABOUR LEGISLATION**

OF

**THE PEOPLE'S REPUBLIC
OF CHINA**

Approved For Release 2007/10/19 : CIA-RDP83-00418R006200350009-5

SOME DOCUMENTS OF LABOUR LEGISLATION
OF THE
PEOPLE'S REPUBLIC OF CHINA

ALL-CHINA FEDERATION OF TRADE UNIONS

Peking 1955

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**DECISION OF THE GOVERNMENT ADMINISTRATION
COUNCIL ON AWARDS FOR INVENTIONS, TECHNICAL
IMPROVEMENTS AND RATIONALIZATION PROPOSALS
CONCERNING PRODUCTION**

*(Adopted at the 45th Administrative Session of the
Government Administration Council on August 11, 1950
and promulgated on August 16, 1950)*

For the purpose of promoting the restoration and development of production, all workers, technical personnel, staff members and persons engaged in scientific and technical research concerning production must be encouraged to develop their initiative and creative ability, so that they may fully use their knowledge, experience and wisdom for invention, technical improvements and rationalization proposals. This is of the utmost importance to the state for advancing economic construction. Formerly the workers and staff members in various enterprises have made many inventions, technical improvements and rationalization proposals concerning production, but some of the administrations concerned have not paid adequate attention to this important work nor given reasonable prizes or awards, so that the broad masses of workers, technical personnel, staff members and persons engaged in scientific and technical research work have not been properly encouraged to develop their initiative in this direction. This has undoubtedly meant a loss to the state in economic construction. In order to encourage in an organized and guided manner inventions, technical improvements and rationalization proposals and to protect the rights of the inventor, technical improvement and rationalisation proposer, the following decisions are made:

(1) The Committee of Financial and Economic Affairs of the Government Administration Council shall take full

charge of all matters pertaining to inventions, technical improvements, rationalization proposals concerning production, and shall carry out the following work:

- a. To direct the various economic departments to study, experiment and popularise inventions, technical improvements and rationalization proposals concerning production;
- b. To examine and appraise all inventions, technical improvements and rationalization proposals concerning production;
- c. To establish the rights of inventions or patents, and issue certificates of inventions, patent letters, prizes, certificates of award and other awards.

(2) All economic departments shall assign specified persons or set up proper administrative bodies in order to direct enterprises under their jurisdiction to fully encourage and help with inventions, technical improvements and rationalization proposals concerning production and to take the responsibility of organising research and experimental work on important and practical proposals put forward, of popularising proposals which have been proved by experiments to be successful and reporting them to higher authorities.

(3) The head of large state enterprise shall assign a proper body in the enterprise to carry out the following tasks:

- a. To examine the plans of inventions, technical improvements and rationalization proposals put forward by the workers, technical personnel and staff members in the enterprise and help them to draw up plans for experiments, provide facilities for experimentation and personnel to assist and guide

the work; where conditions for experiment are lacking, reports should be made to the higher authorities concerned;

- b. The daily wages paid to those undertaking the research work on inventions, technical improvements or rationalization proposals shall, during the time they are engaged in research and experimental work, not be less than their average daily wages over three months before they were transferred to this work;
- c. To draw up concrete measures of applying such inventions, technical improvements and rationalization proposals as have been proved by experiment to be successful, and report inventions, technical improvements and rationalization proposals of important significance to higher authorities;
- d. To decide on awards for each invention, technical improvement and rationalization proposal adopted and issue them upon the approval of the head of the enterprise; awards for those already reported to higher authorities shall be decided by the same.

(4) Managers or factory directors of big private enterprises shall take responsibility to direct workers, technical personnel and staff members in the enterprises to conduct research work for inventions, technical improvements and rationalization proposals and to provide facilities necessary to research and experiments. They shall ensure that timely and appropriate awards be given to inventions, technical improvements and rationalization proposals already adopted. Inventions, technical improvements and rationalization proposals of important significance shall be reported to the central administration concerned for granting of awards.

(5) In encouraging and helping the active development of this work, care should be taken not to waste state resources by blindly putting propositions into trial manufacturing without giving them full study and undertaking necessary preliminary experiments.

(6) All research fees, experiment fees and prizes that should be borne by the State for the implementation of this decision may be included in the budget or in the provident fund account.

(7) The Committee of Financial and Economic Affairs of the Government Administration Council shall draw up provisional regulations on awards for inventions, technical improvements and rationalization proposals concerning production, and on guaranteeing the rights of inventions and patents. These regulations shall be promulgated and put into effect upon approval of the Government Administration Council.

(8) Measures and regulations concerning the protection of medical and scientific inventions and copyrights which have no direct connection with production shall be drafted separately by the Committee of Cultural and Educational Affairs of the Government Administration Council. They shall be promulgated and put into effect upon approval of the Government Administration Council.

**PROVISIONAL REGULATIONS ON AWARDS FOR
INVENTIONS, TECHNICAL IMPROVEMENTS AND
RATIONALIZATION PROPOSALS CONCERNING
PRODUCTION**

*(Adopted at the 215th Administrative Session of the
Government Administration Council on May 6, 1954)*

CHAPTER ONE

General Principles

Article 1

For the purpose of encouraging all workers, technical personnel, staff members in all state, joint state-private, co-operative and private enterprises and all persons engaged in scientific and technical research concerning production to develop their initiative and creative ability so that they may fully use their knowledge, experience and wisdom for inventions, technical improvements and rationalization proposals to promote the development of the national economy, the present Regulations are enacted in accordance with the Decision of the Government Administration Council on Awards for Inventions, Technical Improvements and Rationalization Proposals Concerning Production.

Article 2

Citizens of the People's Republic of China and foreign residents whose inventions, technical improvements and rationalization proposals are adopted shall be granted awards as stipulated in the present Regulations.

Article 3

All who have received certificates of invention according to the provisions of the Provisional Regulations on Gua-

ranteeing the Right of Invention and Patent, shall be granted monetary awards for inventions as stipulated in the present Regulations.

Article 4

All suggestions which make important improvements in the structure of the existing machinery installation or in the technical processes of production shall, after they are adopted, be granted monetary awards for technical improvements as stipulated in the present Regulations.

Article 5

All technical suggestions in production which make it possible to utilize the existing machinery, raw materials, materials or labour force more efficiently, such as to make more use of the existing machinery and tools or to lengthen the duration of use, to save raw materials, materials, fuel and electricity or to utilize waste, to improve operating methods and the organisation of labour force, to reduce the rate of rejects, shall, after they are adopted, be granted monetary awards for rationalization proposals as stipulated in the present Regulations.

Article 6

In the budgets of all economic departments concerned and of all enterprises, there should be items for the awards of inventions, technical improvements and rationalization proposals, for research and experimental fees.

CHAPTER TWO

The Standard and Time Limit of Awards

Article 7

The amount of the monetary awards for an invention, technical improvement or rationalization proposal is com-

puted according to the value saved in the twelve months after such invention, technical improvement or rationalization proposal is adopted, on the basis of the percentages and supplementary payments given in the following table.

(Unit: Yuan*)

Value saved in the twelve months	Inventions		Technical improvements		Rationalization proposals	
	Percentages of the value saved	Supplements	Percentages of the value saved	Supplements	Percentages of the value saved	Supplements
less than 1,000,000	30%	none	20%	none	10%	none
1,000,000- 2,000,000	15%	150,000	10%	100,000	5%	50,000
2,000,000- 5,000,000	12%	210,000	7%	160,000	3.5%	80,000
5,000,000- 10,000,000	10%	310,000	4%	310,000	2%	155,000
10,000,000- 50,000,000	6%	710,000	2.5%	460,000	1.25%	230,000
50,000,000- 100,000,000	5%	1,210,000	2%	710,000	1%	355,000
100,000,000- 500,000,000	4%	2,210,000	1.5%	1,210,000	0.75%	605,000
500,000,000-1,000,000,000	3%	7,210,000	1%	3,710,000	0.5%	1,855,000
more than 1,000,000,000	2%	17,210,000	0.5%	8,710,000	0.25%	4,355,000

The maximum for any invention award is 500,000,000 yuan annually and the minimum is 200,000 yuan annually; the maximum for any technical improvement award is 200,000,000 yuan and the minimum 100,000 yuan; the maximum for any rationalization proposal award is 100,000,000 yuan and the minimum 50,000 yuan.

Article 8

The monetary awards for inventions shall be granted for three to five years according to Article 7, and shall be computed once a year. Both the technical improvement awards and the rationalization proposal awards shall be granted for one year only and shall be computed at a time.

* old currency ed.

Article 9

For all inventions which settle important technical problems or open up new fields of production or the creation of new substitutes for valuable materials, which make a special contribution to the national economy or national defence, the amount of monetary awards shall not be subject to the limitations set down in Article 7 and shall be reported by the department concerned to the Government Administration Council for their fixation.

Article 10

Any invention, no matter whether it has direct relation with the inventor's own duty or not, shall, after its adoption, be awarded in accordance with the present Regulations.

Article 11

All technical improvements and rationalization proposals which are original in character or which are technically new, made by engineers, mechanics, foremen, workers, or scientific and technical research workers, and technicians, though directly connected with their own duty, shall, after they are adopted, be awarded in accordance with the present Regulations.

Suggestions for technical improvement which are original in character, made by directors of plants, chief engineers, chief mechanics, heads of workshops or leading personnel of offices, though directly connected with their own duty, shall, after they are adopted, be awarded in accordance with the present Regulations. The monetary awards given to directors and deputy directors of plants shall be decided by the higher authorities.

Article 12

An invention adopted before a certificate is given, shall be awarded temporarily as a technical improvement and

awarded as an invention after a certificate has been given, and the monetary award shall then be made up. A technical improvement which cannot be affirmed at once shall be awarded temporarily as a rationalization proposal, and awarded as a technical improvement after it has been established, and the monetary award shall then be made up.

Article 13

If, after the adoption of a suggestion, the technical standard varies and the piece-rate wage unit has to be altered, the enterprise shall work according to the new standard and new piece-rate from the time of such adoption.

Article 14

Suggestions concerning the improvement of working conditions, safety precautions, system of management or improving the quality of the products, shall be granted monetary awards by enterprises adopting these suggestions according to their actual effects. The awards shall be paid from the enterprise award fund.

Article 15

All inventions, technical improvements and rationalization proposals or other important suggestions adopted shall, in addition to the monetary awards, be cited or be awarded with medals, certificates, or other awards of honour according to their effects in production.

CHAPTER THREE

Awards for Assisting Others in Inventions, Technical Improvements or Rationalization Proposals

Article 16

Workers, technical personnel, and staff members who render assistance to the proposals of inventions, technical

improvements or rationalization proposals shall be granted awards on the basis of the total number of inventions, technical improvements and rationalization proposals adopted in production during each quarter.

Article 17

The total amount of monetary awards to persons assisting others in realizing inventions, technical improvements or rationalization proposals shall equal to 25% of the total amount of the monetary awards granted to the persons making the original suggestion. It shall not be deducted from the main award.

Article 18

The monetary awards to persons assisting others in realizing inventions, technical improvements or rationalization proposals shall be distributed by the leading personnel of the enterprise according to the initiative and efforts of each assistant and the fulfilment of his or her task in each quarter. The maximum individual awards shall not exceed two months real earnings of the individual concerned.

CHAPTER FOUR

The Computation and Payment of Monetary Awards

Article 19

The value saved by inventions, technical improvements or rationalization proposals shall be computed according to their results in twelve months after the adoption in industrial enterprises.

For the payment of subsequent years, if the value saved in the following years exceeds that in the first year after adoption, it shall be computed according to the actual result of each year.

Article 20

The value saved by any suggestion which is adopted for less than a year shall be computed according to the actual period of adoption. In enterprises of a seasonal character, the value saved shall be computed according to seasons; the value saved by a suggestion concerned only with an occasional order shall be computed according to the content of the order; and that by repairing one or several pieces of machinery shall be computed according to the number of pieces repaired.

Article 21

All increased expenditure in the department concerned and in other production departments occasioned by an invention, technical improvement or rationalization proposal shall be deducted from the value saved. But expenditure for examining these suggestions (such as expenditure on blueprints, models and experiments) shall not be deducted.

Article 22

The value saved by all suggestions for lowering costs, shall be the difference between the planned costs before and after the adoption of the suggestions. In making the calculations the cost of raw materials and other materials consumed in both cases shall not be affected by any change in prices.

Article 23

The value saved by all suggestions to raise the utilization rate of the equipment, to improve the efficiency of the machinery or to improve the method of repairing machinery, shall be the difference between the annual budget on production cost before the adoption of the suggestions and the new budget after the adoption.

Article 24

For determining the value saved annually by the adoption of suggestions to reduce or to eliminate rejects, the basis shall be the loss made by rejects over a period of six months before the adoption of such suggestions. Consideration shall be given only to those rejects which are eliminated over a period of twelve months after adoption of such suggestions.

Article 25

The value saved annually by all suggestions which make it possible to reduce the cost of a certain construction project shall be computed at 20% of the total amount by which costs are lowered after the adoption of such suggestions.

Article 26

The computation of the value saved shall be carried out within thirty days after the plan for the adoption of the invention, technical improvement or rationalization proposal is ratified. The proposer shall then be given a notice of the adoption of his or her suggestion and an account of the value saved thereon and of the amount of award.

Article 27

The monetary awards for inventions, technical improvements and rationalization proposals shall be paid by installments. Awards of less than 3,000,000 yuan shall be paid within three months after the adoption. For awards of more than 3,000,000 yuan, 25% shall be paid within three months, a further 25% after six months, and the final 50% within two months after the invention, technical improvement or rationalization proposal has been adopted for twelve months.

Article 28

For collective inventions, technical improvements or rationalization proposals the monetary awards shall be paid as follows:

1. The distribution of the monetary awards for collective inventions, technical improvements and rationalization proposals shall be decided jointly by all the members who take part in the suggestion.
2. If a certain invention, technical improvement or rationalization proposal is not adopted at first, but adopted after a supplementary suggestion by a second person, the distribution of the monetary award between the two shall depend upon the value of their respective suggestions.

Article 29

All monetary awards of less than 3,000,000 yuan for inventions, technical improvements or rationalization proposals adopted only in one enterprise shall be computed and paid by the enterprise. Those of more than 3,000,000 yuan shall be paid after being examined and ratified by higher authorities. For those adopted by more than one enterprise which are under the jurisdiction of the same administrative bureau of a Ministry, the monetary awards shall be computed and paid by the administrative bureau. For those adopted jointly by enterprises under jurisdiction of several bureaus of a Ministry, the monetary awards shall be computed and paid by the Ministry. And the monetary awards for those adopted on a nationwide scale shall be computed by the respective Ministries which adopted them and shall be approved and paid by the Committee of Financial and Economic Affairs of the Government Administration Council.

Article 30

All plans for research and experiment concerning inventions, technical improvements or rationalization proposals which are considered to be of great significance by the authorities concerned shall be allocated fees for research and experiment. The amount of the fee shall decide the level of the authority making the payment. The money shall be drawn by the technical department which should help the proposers in research and experiment. (The fees mentioned above refer to expenditure used for blueprints, models, samples and other expenditure needed in experiments.)

CHAPTER FIVE

By Laws

Article 31

Both the proposers of inventions, technical improvements or rationalization proposals and the trade union organisations shall have the right to make representations to higher authorities against enterprises or institutions which do not observe the present Regulations. The higher authorities shall then deal with the matter without delay.

Article 32

All Ministries concerned shall draw up their own detailed rules of implementation according to items (2), (3) and (4) of the Decision of the Government Administration Council on Awards for Inventions, Technical Improvements and Rationalization Proposals Concerning Production and to provisions of the present Regulations with reference to Articles 4 and 19 of the Provisional Regulations on Guaranteeing the Right of Invention and Patent.

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Article 33

The present Regulations shall come into force after they have been ratified and promulgated by the Government Administration Council of the Central People's Government.

**DIRECTIVE OF THE MINISTRY OF LABOUR ON THE
ESTABLISHMENT OF LABOUR AND CAPITAL CON-
SULTATIVE COMMITTEES IN PRIVATE ENTERPRISES**

*(Approved by the 29th Administrative Session of the
Government Administration Council on April 21, 1950
and Promulgated on April 29, 1950)*

1. In accordance with the principle of the People's Government of "developing production and bringing about a prosperous economy through the policies of taking into account both public and private interests and of benefiting both labour and capital," Labour and Capital Consultative Committees may be set up in private industrial and commercial enterprises by agreement of both labour and capital in order to facilitate consultation between labour and capital on various concrete problems concerning improvements in production, in management and in the treatment of workers and staff members.

2. The formation of Labour and Capital Consultative Committee shall be generally applied to any private factory or store which has over fifty employees; and private establishment which has less than fifty employees shall consider the setting up of such committee according to the spirit of the present Directive and the individual circumstances. If considered necessary, city-wide Labour and Capital Consultative Committee of one industry or trade may be likewise set up on the joint decision of both labour and capital of the industry or the trade concerned.

3. The Labour and Capital Consultative Committee, as a consultative body of both labour and capital on the basis of equality, shall not bear the responsibilities of managing the business or administrating the enterprise concerned.

4. The formation of Labour and Capital Consultative Committees shall be on the principle that the representatives of both labour and capital shall be elected in equal numbers (in the case of the Consultative Committee of an enterprise, the employer or the manager appointed by the employer, the director of the enterprise and the chairman of its trade union shall automatically function as representatives). The number of the representatives from both sides shall be regulated by joint consultation under the general guidance that two to six for each side is a suitable number.

5. The representatives participating in the Labour and Capital Consultative Committee should, as far as possible, be retained in office and not frequently changed. After the elections have been held separately by both sides, each side shall notify the other the names of their representatives. Both sides maintain the right to change their representatives when it is considered necessary.

6. Labour and Capital Consultative Committees in the industrial and commercial enterprises shall hold regular meetings. The frequency of meetings in each month shall be decided by both sides through consultation. In addition to regular meetings, a special meeting may be convened at any time in case of necessity, on the proposal of either side with the agreement of the other. As a general principle, meetings shall not be held in working hours. Meetings of the Labour and Capital Consultative Committee of an industry or a trade need not be fixed but may be convened at any time agreeable to both sides.

7. The chairman of the Labour and Capital Consultative Committee shall be undertaken alternately by the representatives of labour and capital (i.e. If the representative of labour acts as the chairman of the Committee on one occasion, at the next meeting the position would be taken by the

representative of capital.). Every meeting shall be convened by the chairman on duty.

8. With the agreement of both labour and capital, the Labour and Capital Consultative Committee may be concerned with the following problems:

- a. Matters concerning the establishment of a collective contract and the implementation of the various items provided by it;
- b. Matters concerning the study of the plan of production, the fulfilment of the production tasks, the raising of the quantity and quality of products, the economy of materials and tools;
- c. Matters concerning the improvement of the organisation of production such as the allocation of labour force, the adjustment of machinery and tools and the distribution of raw material;
- d. Matters concerning the improvement of technique and the method of operation, the raising of production efficiency and the level of workers' skill;
- e. Matters concerning the improvement of management and administration, the adoption and amendment of factory rules and of regulations on award and punishment;
- f. Matters concerning the employment and discharge of workers and staff members, promotion and demotion and other personnel problems;
- g. Matters concerning wages, working hours, well-being of workers and staff members and other welfare measures;
- h. Matters concerning safety and sanitation in industrial and commercial enterprises, benefits to work-

ers and staff members in case of sickness, injury, disablement, death and maternity.

9. Both labour and capital shall have the right, through their respective representatives in the Labour and Capital Consultative Committee, to put forward proposals on various problems with which the Committee is concerned. In case of necessity, the chairman may, by notification, request the proposer or the responsible person concerned to make a report to the meeting.

10. Consultation proceedings of the Labour and Capital Consultative Committee shall be as follows:

- a. Each side shall notify the other, before the meeting, of the problems it has prepared for consultation so that the representatives of both sides can study them beforehand and request opinions from workers and staff members and those concerned;
- b. The chairman shall put the items on the agenda to the meeting one by one in the order agreed upon by both sides for their study and discussion so that agreement can be reached;
- c. Agreements concerning general problems shall be reached with the unanimous agreement of the representatives of both sides; agreements concerning comparatively important problems shall be arrived at only after the representatives of both sides have made reports to the persons concerned and to the whole of the workers and staff members and have obtained their approval;
- d. Instant proposals shall be put forward only after discussion on all items of the agenda has been completed, and shall be discussed only with the agreement of both sides;

- e. Any agreement reached concerning items of comparative importance shall be minuted in triplicate with the signatures of the representatives of both sides, each side shall keep a copy of the agreement and the third copy shall be sent to the local labour bureau for registration.

11. The representatives of both labour and capital shall report on all agreements reached to their respective sides at either separate or joint meetings. They shall be responsible for seeing that all agreements reached are carried out. Any item, on which agreement has not been reached at the meeting, shall be discussed and considered afterwards by each side separately, so that it may be again discussed at the next meeting.

12. Disputes which have occurred in the meeting and which cannot be settled, shall be dealt with in accordance with the Regulations on the Proceedings for the Settlement of Labour Disputes.

13. Any agreements reached between labour and capital shall not be in contravention of the laws and orders promulgated by the government or of the provisions of the collective contract. If amendment on collective contracts is necessary, it shall be made according to the same procedure as the collective contracts were originally established.

14. All local labour bureaus, after receiving the present Directive, shall convene meetings of the representatives of local organisations of trade unions and of industry and commerce to discuss the execution of the present Directive, in order that, after due preparation, they shall be gradually carried out by voluntary agreement of both labour and capital. The local labour bureaus shall regularly report to the Ministry of Labour on the manner and experience in which the Directive is being carried out.

**RULES ON THE ORGANISATION AND THE WORK OF
THE MUNICIPAL LABOUR DISPUTE ARBITRATION
COMMITTEE**

*(Promulgated by the Ministry of Labour
on June 16, 1950)*

Article 1

The present Rules are enacted in accordance with Article 5 in the Provisional General Rules on the Organisation of Provincial and Municipal Labour Bureaus as promulgated by the Ministry of Labour.

Article 2

The Labour Dispute Arbitration Committee (hereinafter referred to as the Arbitration Committee) shall be composed of the director or the vice-director of the labor bureau, the representatives of the municipal administrations of industry and commerce, the municipal trade union council and the municipal federation of industry and commerce. In case of necessity, the labour bureau may invite representatives of those organisations connected with the dispute to participate.

Article 3

The Chairman of the Arbitration Committee shall be the director or vice-director of the labour bureau.

Article 4

The daily work of the Arbitration Committee shall be managed by the relevant departments of the labour bureau as designated by the Chairman of the Arbitration Committee.

Article 5

The Arbitration Committee may invite specialists, as required, to attend meetings, in order that advice may be obtained from them.

Article 6

Any representative, individual, or journalist who has a letter of recommendation from an institution or an organisation may, with the sanction of the Chairman of the Arbitration Committee, be admitted as observer to arbitration proceedings of the Arbitration Committee. Rules governing the behaviour of observers shall be established by local labour bureaus.

Article 7

Cases arbitrated by the Arbitration Committee may be classified into two kinds:

1. Cases submitted for arbitration by the conciliation section of the labour bureau;
2. Cases submitted for arbitration by either side of the parties to the dispute.

Article 8

Parties to the dispute, in applying for arbitration, shall submit an application form for arbitration to the Arbitration Committee. The application form shall include the following items:

1. Names, occupations and addresses of parties to the dispute and the name of the firm or factory involved, in the case of an organisation, the name and address of the organisation shall be given;
2. The cause of the dispute;

3. The course of conciliation;
4. The main points of the dispute and the reason conciliation failed.

Article 9

The decision of the arbitration shall be in written form and, after its approval by the director of the labour bureau, notice shall be given to both parties to the dispute for execution of the decision. Where considered necessary the decision may be published. Either party to the dispute who objects to the arbitration decision shall within five days notify the labour bureau and appeal to a court of law. In the absence of which, the arbitration decision shall become legally binding. In case of failure to execute the decision by one or both of the parties to the dispute, the labour bureau shall refer it to the court as a case in violation of the law.

Article 10

The present Rules shall be enforced as from the day promulgated. Provisions in the Rules on the Organisation of Arbitration Committees previously promulgated in various areas shall be null and void if they are found to be in contravention of those in the present Rules.

**REGULATIONS OF THE MINISTRY OF LABOUR ON
THE PROCEEDINGS FOR THE SETTLEMENT
OF LABOUR DISPUTES**

*(Approved by the Government Administration Council on
November 16, 1950 and Promulgated on
November 26, 1950)*

Article 1

In order to define the proceedings for the settlement of labour disputes and to implement the principle of "developing production and bringing about a prosperous economy by taking into account both public and private interests and benefiting both labour and capital," the present Regulations on following proceedings are enacted.

Article 2

Labour disputes in any enterprise, whether state, public, private, joint state and private or co-operative, shall be dealt with in accordance with the proceedings of the present Regulations.

Article 3

Labour administration bodies of the people's governments at all levels shall be confirmed as the bodies dealing with labour disputes. Either party to a dispute may make direct representations to the local labour administration body in accordance with the present Regulations.

Article 4

The scope of labour disputes as defined by the present Regulations shall be as follows:

1. Matters concerning the labour conditions of workers and staff members (such as wages, working hours and welfare);
2. Matters concerning the employment, discharge, award and punishment of workers and staff members;
3. Matters concerning labour insurance and labour protection;
4. Matters concerning labour discipline and working rules in enterprises;
5. Matters concerning collective agreements and labour contracts;
6. Any other labour disputes.

Article 5

In case a labour dispute should arise in any enterprise, attempts shall first be made to settle it through joint consultation by both parties to the dispute.

1. The agreement of any dispute which is settled through joint consultation by both parties shall be registered with the local labour administration body for examination and, after approval, shall be kept on record. The labour administration body may order the agreement to be amended or declare it null and void if it is considered to be in contravention of the labour policies, laws and decrees of the government.

2. Any dispute arising in state, public, joint state and private, or co-operative enterprises which cannot be settled through joint consultation by both parties shall be settled through joint consultation by the higher organisation of the trade union and the higher body in charge of the enterprise. Any dispute arising in a private enterprise which cannot be settled through joint consultation by both parties shall be

settled with the aid of the trade union organisation and the guild of the industry concerned.

Article 6

Any labour dispute which cannot be settled in accordance with Clause 2 of the previous article shall be referred to the local labour administration body for conciliation. If conciliation fails the dispute shall be arbitrated by the Labour Dispute Arbitration Committee.

Article 7

After the arbitration of a labour dispute, either party wishing to appeal must notify the labour administration body and appeal to the people's court for adjudication within five days after the receipt of the arbitration award. Otherwise the decision of the arbitration shall be legally binding.

Article 8

In the case of either or both parties to the dispute not appealing to the people's court within the time stipulated and still not carrying out the arbitration award, the labour administration body shall transfer the case to the people's court for settlement.

Article 9

Unless permission is received from the government, both parties shall maintain the status quo in production during the course of consultation, conciliation, and arbitration of a labour dispute. The management or owner of the enterprise shall not take measures to close down the enterprise, to cease the payment of wages, to cease supplying meals to the workers, or in any way worsen the workers' conditions. The workers shall likewise carry on production and observe labour discipline as usual. Where one of the parties has expressed its objection and appealed to the people's court

after the arbitration of the labour administration body, both parties shall carry out the findings and decision of the arbitration award until such time as the adjudication on the appeal has been issued by the people's court.

Article 10

The labour administration body shall have the right to summon either party to a dispute and their personnel concerned to appear for investigation. The persons concerned shall attend the appointed place punctually and await investigation after the receipt of the notification of summons from the labour administration body. If the persons concerned do not appear before such body after being summoned three times the dispute may be arbitrated in their absence. The parties concerned can appoint other persons to act as their agents in case of being unable to attend themselves, provided permission is first obtained from the labour administration body.

Article 11

Any dispute may be transferred to the people's court for settlement if the labour administration body discovers that either or both parties have acted in contravention of the law in the course of conciliation or arbitration.

Article 12

Regulations On the Proceedings for the Settlement of Labour Disputes promulgated in various localities shall be declared null and void if they are found in contravention of the provisions of the present Regulations after these have been promulgated and put into effect.

Article 13

The present Regulations shall be promulgated and put into effect upon approval by the Government Administration Council of the Central People's Government.

**PROVISIONAL DRAFT REGULATIONS ON
FACTORY SANITATION**

(Promulgated by the Ministry of Labour on May 31, 1950)

**CHAPTER ONE
GENERAL PRINCIPLES**

Article 1

The present Regulations are enacted for the protection of the workers' health, the prevention of sickness and for raising production efficiency.

Article 2

The present Regulations shall apply to all public and private factories.

**CHAPTER TWO
ENVIRONMENTAL SANITATION**

Article 3

Interior of all factories shall be swept regularly and kept clean.

Article 4

Passages inside all factories shall be kept plain and clear and shall be well lit in the night. Any pits or holes dug for the purpose of work shall be fenced in or boarded over when not in use.

Article 5

Clearly visible signs shall be installed at all level crossings.

Article 6

All drains, ditches and channels shall be cleaned and repaired regularly.

Article 7

Raw materials, finished products and semi-finished products shall be stored in the appointed places, and attention shall be paid to the convenience and safety of loading and unloading.

Article 8

Waste materials, rubbish, raw materials and semi-finished products left over from production or temporarily stored in the factory shall be dealt with in time and through appropriate measures.

Article 9

In cases where the workers' living quarters are within the confines of the factory, separate gates shall be provided for the convenience of the workers.

**CHAPTER THREE
PLACES OF WORK**

Article 10

All workplaces and all machines shall be kept clean and tidy, and rules for cleaning shall be laid down in accordance with the type of production.

Article 11

Raw materials, finished products and semi-finished products shall not be allowed to accumulate around the workplaces or in passages.

Article 12

Rubbish boxes shall be placed at convenient places within the workshop for the collection of waste materials and rubbish. The rubbish boxes shall be emptied once a day and disinfected regularly. Special rubbish boxes shall be allocated for the collection of any poisonous waste materials and rubbish. Each factory shall formulate their own regulations concerning the method of clearing away rubbish and waste materials.

Article 13

There shall be sufficient spittoons in each workshop and they shall be cleaned and disinfected every day or every shift.

Article 14

There shall be sufficient ash-trays in those workshops where smoking is allowed in accordance with the type of production carried on. Smoking rooms shall be provided for those workshops where smoking is not allowed; ventilation facilities and ash-trays shall be provided in the smoking rooms.

Article 15

Floor, walls and ceilings of all workshops shall be kept in good condition. Each factory shall fix a regular time for plastering and painting walls and ceilings in accordance with the type of production carried on.

Article 16

Ditches, channels and drains shall always be covered and shall be dredged regularly.

Article 17

In recess time, workshop windows shall be opened to allow a clear flow of air into the shop wherever the type of production makes this possible.

Article 18

Workers who bring their own food shall be provided with covered food lockers in the workshop. If possible, these workers shall be provided with a special dining room or be provided with additional tables and benches in the canteens. Equipment for heating their food shall also be provided.

Article 19

Food shall not be taken into any workshop engaged in production processes which may cause contamination.

Article 20

Workers shall be provided with boiled drinking water; the utensils for carrying or containing water shall be kept covered and be cleaned every day.

Article 21

Duck boards shall be provided for workers working in damp places or on floor of materials such as stone, concrete, etc. which conduct heat, so as to avoid rheumatism or catching cold.

Article 22

If the work necessitates the workshop windows being frequently kept open in winter time, curtains, sheeting, or other equipment for wind shelters shall be provided to prevent the workers from catching cold.

Article 23

There shall be regular inspection and cleaning of the central heating and ventilation systems and faults shall be repaired immediately.

Article 24

Each factory shall draw up their own regulations covering the operation of the ventilation and central heating equipment. These regulations shall include:

1. Measures to adjust the ventilation and central heating equipment according to seasons and weathers and the necessity of work;
2. Fixation of regular times for cleaning and repairing the ventilation equipment, ducts and dust extraction apparatus.

Article 25

The controls for opening and shutting the windows and sky-lights shall be cleaned, lubricated and inspected regularly.

Article 26

Workshops and subsidiary rooms shall receive as much sunlight as possible. The sunlight shall not be obstructed by the production equipment, products or semi-finished products. The glasses fixed on things through which the sunlight comes in shall be cleaned regularly.

Article 27

Lighting equipment (including switches, lamps, wires, etc.) shall be kept clean and in good condition; time shall be fixed for cleaning in accordance with specific circumstances, but shall not be less than four times a month; the electric wiring shall be inspected regularly.

Article 28

Worn out or blown bulbs shall be promptly replaced with new ones of the same wattage.

Article 29

Pearl lamps shall be used for auxiliary lighting to prevent eyestrain.

Article 30

Production operations which cause excessive noise shall, as far as possible, be carried out in rooms separate from the main workshop.

Article 31

Sufficient windows or other ventilation equipment shall be installed in workshops where the process of production gives rise to excessive heat, gas or steam.

Article 32

Production operations which cause excessive steam as in dyeing factories, laundries, etc., shall be carried out in special rooms. In these rooms, measures shall be adopted to prevent the formation of vapour and to stop the steam condensing on walls or ceilings.

Article 33

Machines which may spread off steam, gas and dust detrimental to the workers' health shall be inspected regularly for leaks, any such shall be immediately repaired. Special care shall be taken to see that machines which may spread off poisonous vapours and gas (such as carbon disulphide, cyanide, etc.) are kept closed during operation so that the vapours or gas will not leak.

Article 34

For those production process in which water or other fluid may accumulate, the workshop floor surface shall be smooth and solid and shall not absorb such water or

fluid. The building in which such production is carried out shall be equipped with proper drainage channels which shall not absorb such water or fluid and shall be covered and easy to clean.

Article 35

The packing and repacking of powder and such production processes as sifting, crushing and pulverising in the making of powder shall be carried out in an isolated room which shall be installed with mechanical closing facilities.

Article 36

Safety devices shall be fitted to all dangerous parts of machines, such as belts, shafts and gear wheels, to prevent accidents. There shall be adequate space between machines and the width of the aisles shall not be less than one meter.

Article 37

All steam pipes and high temperature appliances which are not part of the heating system shall be fitted with guards.

Article 38

Measures shall be taken by each factory to see that any poisonous materials spread or released during work are immediately neutralised or cleared away.

Article 39

Preventive measures shall be taken in dealing with poisonous materials stored in factories so that no one can get access to them without permission.

Article 40

Disinfectant gargle shall be issued to workers working in an atmosphere of dust or steam which may be detrimental to the mouth or nostril.

Article 41

Workers shall be provided with protective clothing and such equipment as masks, helmets, etc., made according to specified standard, when working among gas, dust and steam which may be detrimental to health.

Article 42

Protective equipment such as goggles, masks, helmets, etc., shall be given to workers engaged in work detrimental to the eyes and the facial part such as occasioned by glare, dust, sparks, grit or shavings.

Article 43

Workers shall be provided with rubber shoes or water-proof shoes if the work necessitates them standing on floor where water or other fluid frequently accumulate.

Article 44

Contagious materials and articles shall be sent to a special room for disinfecting before any work is done on them.

Article 45

Tools, working clothes and protective clothing which come into contact with infectious material shall be disinfected at regular intervals and the workers shall be provided with disinfectant for cleaning the hands.

Article 46

Workers shall be provided with specially-made-to-standard working clothes and gloves in factories where any one of the following conditions prevails:

1. Danger of burning or where the workers' clothes might become burned or entangled in the machines;

2. Where poisonous, irritant or infectious materials are used;
3. Where workers' clothes are generally liable to be corroded or wet or dirty due to the working conditions.

Article 47

Working clothes and ordinary clothes shall not be put on the machines or in the tool boxes, nor be put near the place of working.

Article 48

The following regulations shall be observed when working clothes and ordinary clothes are kept in lockers:

1. Dusty clothes and clothes worn in such departments where the products are poisonous or otherwise detrimental to health shall be kept in separate lockers;
2. In the lockers used for ordinary clothes, there shall be sufficient space for shoes;
3. Food and other things shall not be put in the clothes lockers;
4. The clothes lockers shall be disinfected regularly.

Article 49

Heads of the departments engaged in production dangerous or detrimental to health shall educate the workers to understand the dangers of the work, and supervise the carrying out of all the preventive measures; the workers equipped with the specified safety appliances shall observe the regulations concerning practising their use and learn the "easy" method of checking them.

Article 50

A complete first-aid kit shall be maintained in every workshop.

CHAPTER FOUR
BUILDINGS AND FACILITIES NECESSARY TO LIVING
(CANTEEN, BATH ROOM, WASHING ROOM, LAVATORY, ETC.)

Article 51

Workers in every factory shall be provided with buildings and facilities necessary to living such as canteen, bath-room, washing room, lavatory, etc.

Article 52

Canteens, bath rooms, washing rooms, rooms for changing clothes, lavatories, etc., shall be cleaned every day, disinfected at regular intervals (by spraying carbolic acid, washing with boiling water, etc.), and shall be well ventilated, or have ventilation apparatus installed if necessary.

Article 53

Canteens shall be provided with all necessary implements and utensils for eating, tables, benches and clothes racks. There shall be adequate windows and lamps for lighting, and central heating or stoves to maintain an adequate temperature in the winter, gauze windows and gauze screens shall be fitted in the summer to keep out flies.

Article 54

All canteen equipment, implements and utensils shall be kept clean. After each meal the utensils shall be washed with hot water or piped water, the tables washed and wiped with hot water. The walls, windows, ceilings, floor and lamps shall be cleaned regularly. The wiping cloths shall be washed and changed from time to time.

Article 55

Tables and utensils in the kitchen shall be kept clean and tidy. Food not needed for the current day's use and

anything which is not required for cooking shall not be kept in the kitchen.

Article 56

There shall be adequate ventilation in the kitchen, and attention shall be given to the extraction of steam and protection against dust.

Article 57

The cooks shall observe the following regulations:

1. Wear clean white overalls or aprons;
2. Pay attention to their personal hygiene;
3. Undergo regular medical examinations.

Article 58

Sufficient hot water shall be supplied in the workers' bath room. The cold and hot water taps shall be safe and easy to handle. If the taps are not adjustable the temperature of the water shall be from C. 28° to C. 37° according to the nature of the work.

Article 59

The bath room shall be kept at the correct temperature, and there shall be screens or lobbies in front of the entrance and exit.

Article 60

Drains, floor and urinals of the bath room shall be cleaned regularly and no water shall be allowed to accumulate on the floor.

Article 61

The water in public bathing pools shall be changed regularly. People suffering from skin diseases or other infectious diseases shall not be permitted to use the bathing pools.

Article 62

Lavatories shall be kept clean and disinfected regularly. Attention shall be paid to the prevention of flies. The floor, urinals and drains thereof shall be washed regularly. The floor shall be kept dry, and lights shall be provided at night.

Article 63

Lavatories shall be equipped with heating equipment (central heating or stoves) and doors shall be fitted with springs. There shall not be great variation between the temperature of the lavatories and that of the workshops.

Article 64

Where necessary the number of lavatories shall be increased according to the following standard:

1. Two water closets for 25 to 50 persons; three water closets in the men's lavatories and four water closets in the women's lavatories for 51 to 100 persons; for over 100 persons, one additional water closet shall be added in the men's lavatories for every 50 men added and one in the women's lavatories for every 40 women added.
2. The men's lavatories shall be separated from the women's, each having its own door. There shall be a special sitting water closet in the women's lavatory for pregnant women.
3. There shall be as many urinals as water closets in the men's lavatories. Any metal equipment must be enamelled. Trough may be used instead of urinals, but their length shall be proportionally calculated on the basis of 0.4 meter for each water closet and they shall be equipped with water facilities.

Article 65

Attention shall be paid to the following regulations for earth closets which are not connected with underground sewerage:

1. They shall be properly located near the living quarters and the workshops and shall not contaminate the water supplies;
2. They shall be closely covered and built in such a way as to be easily cleaned and repaired;
3. All earth closets shall be cleared out regularly;
4. The closet room shall be well ventilated.

Article 66

Soaps and towels shall be available in the public wash places for washing hands. Towels shall be changed regularly. The number of taps shall not be less than one for each 25 persons. Where there is no piped water and sewerage, basins equipped with plugs and special barrels for collecting the dirty water shall be installed.

**A FEW MEASURES ISSUED BY THE MINISTRY OF
LABOUR ON TRANSPORTING DANGEROUS
ARTICLES**

(October 9, 1951)

(1) Before consigning transport for dangerous articles (including combustible, explosive, poisonous, and irritant goods), the owner shall give written information to the transport company on the type, quantity, nature and packing of the goods in question.

(2) The owner shall properly pack the articles to be transported according to their nature, and clearly indicate on the outside of the packing the nature of the good together with appropriate warning marks such as "Danger," "Poison," etc. In the case of the packing being broken so that it might constitute a danger, the workers may refuse to handle that item.

(3) The transport company shall supply sufficient and effective protective clothing and equipment and emergency apparatus.

(4) Workers transporting poisonous article shall work not more than six to eight hours a day; the continuous working time shall not be longer than two hours and there shall be adequate intervals for rest.

(5) The wages of workers transporting dangerous article shall be 115 per cent to 150 per cent of those of workers transporting general freight.

(6) Before work starts on transporting any consignment of dangerous goods, the owner and transport company shall explain clearly to the workers the dangerous nature of the articles to be transported and the safety measures to be taken, and shall be responsible for answering

all questions put forward by the workers concerning the attention which should be paid in transporting such articles.

(7) Transport companies and transport workers' trade unions, together with the owners who regularly require manual labour for the transport of dangerous articles, shall jointly formulate rules for transporting dangerous articles, the content of which shall include the following items:

- a. Definition of the duties of transport conductors assigned by the owner;
- b. Points of special attention required for transporting dangerous articles and rules to be observed by workers, such as prohibition of smoking, care of equipment, and observance of transport procedure;
- c. Specific regulations for emergency measures and system of making emergency reports in the case of accidents.

The aforementioned rules shall be reported to the local labour bureau for approval and registration.

(8) In assigning workers, transport companies shall give proper consideration to the workers' skill, experience and physical condition.

(9) Transport companies shall operate a system of education on safety for the workers, so that they may be cognizant of all the knowledge necessary for transporting dangerous articles.

(10) Any owner or transport company who breaks the present Measures thereby causing an accident shall be punished in accordance with the degree of damage resulting.

(11) Any worker whose health or life is affected as a result of transporting dangerous articles shall receive the following benefits:

- a. Any worker who is poisoned or injured while at work shall receive treatment and the total cost of medical treatment shall be paid by the owner. Wages for the time he is off work shall be paid in full.
- b. Any worker who is disabled as a result of transporting dangerous articles shall receive, as a disablement benefit, a lump sum equivalent to three to nine months' his original wage in accordance with the degree of disablement, to be paid by the owner.
- c. A funeral benefit equivalent to two months' wages of the deceased shall be paid by the owner, for any worker who is killed as a result of transporting dangerous articles. In addition, the owner shall pay to the lineal dependents of the deceased worker, as a relief benefit, a lump sum equivalent to nine months' his original wage.

In calculating the wages of transport workers for benefit purposes, a day's wage is the unit piece-rate times the working hours per day times the average number of pieces done per hour; and a month's wage shall be counted on the basis of twenty-five and one-half days.

(12) The various local labour bureaus shall draw up, jointly with the transport workers' trade unions, transport companies and other government institutions concerned, working regulations in accordance with the present Measures and the local circumstances, and report them to the local people's government for approval and enforcement.

Note: The term "owner" mentioned in the present Measures refers to factories, enterprises, government institutions, public organizations, traders or their agents owning or in charge of articles transported.

MEASURES ON THE REPORTING OF ACCIDENTS RESULTING IN INJURY OR DEATH OF WORKERS AND STAFF MEMBERS IN INDUSTRIAL, TRANSPORT AND BUILDING ENTERPRISES

(Promulgated by the Committee of Financial and Economic Affairs of the Government Administration Council on December 31, 1951)

**CHAPTER ONE
GENERAL PRINCIPLES**

Article 1

The present Measures are enacted for the purpose of obtaining prompt reports on injury and death of workers and staff members in the industrial, transport and building enterprises of the country (hereafter referred to as manufacturing and mining enterprises), strengthening the work of labour protection and enhancing safety in production.

Article 2

The present Measures shall apply to state, local government, joint state and private, private and cooperative factories, mines and enterprises of communications, transport, building and lumber. Enterprises which cannot carry out the present Measures in consequence of their special circumstances must have the approval, through administrations in charge of the enterprises and the Ministry of Labour of the Central People's Government, of the Committee of Financial and Economic Affairs of the Government Administration Council.

Article 3

The accidents resulting in injury or death of workers and staff members as referred to in the present Measures shall be

limited to those occurring to workers and staff members (including temporary workers, staff members on probation, labourers and security personnel) in manufacturing and mining enterprises, at the place of work and during working hours.

CHAPTER TWO

DEGREE OF INJURY AND CLASSIFICATION OF ACCIDENTS

Article 4

Injuries and deaths of workers and staff members shall be classified, according to the degree of injury, into the following three categories:

1. Deaths;
2. Severe injuries: workers or staff members who are wholly or partially disabled and cannot resume their work on recovery;
3. Slight injuries: workers or staff members who have to receive medical treatment and are prevented from working for more than one work-day but can resume their work on recovery.

The doctors shall certify, after giving attention, whether the injured worker or staff member will be prevented from working for more than one work-day for medical treatment and whether they can resume their work on recovery.

Article 5

Accidents resulting in injury or death of workers and staff members shall be classified into two categories, namely, serious accidents and ordinary accidents, according to the degree and extent of injury and death:

1. Accidents which correspond to one of the following conditions shall be classified as serious accidents:

- a. More than one death ("more than one" means one, or more than one, in this case and in any subsequent use);
- b. More than two persons severely injured;
- c. One person severely injured and more than four slightly injured;
- d. More than seven persons slightly injured.

2. Accidents which result in more than one person being slightly injured and do not conform to the requirement of serious accidents shall be classified as ordinary accidents.

Ordinary accidents which conform to the requirement of serious accidents in consequence of the worsening of condition of the injured within 24 hours after the occurrence of the accident shall be classified as serious accidents.

CHAPTER THREE

INVESTIGATION AND REPORT OF ACCIDENTS RESULTING IN INJURY OR DEATH OF WORKERS AND STAFF MEMBERS

Article 6

The head of the manufacturing or mining enterprise shall take the following steps after a serious accident has occurred (or after an ordinary accident has developed into a serious accident):

1. After being informed of the accident, he shall report immediately to the local labour administration body (where there is no such body in the area, to the local people's government) and to the administration in charge of the enterprise giving the place and time of the accident, the number of deaths, severe injuries and slight injuries and the cause of the accident (For simplification, these details shall be abbreviated as "Summary of the Accident". All details shall be reported and the number of deaths, severe injuries and

slight injuries shall be reported separately and shall not be combined in one total of injuries and deaths). Such reports shall be made by telephone, telegramme or by other urgent means.

2. Within 24 hours after reporting the "Summary of the Accident", he shall organise an investigation group to make an examination of the circumstances. The group shall be consisted of representatives of the labour administration body (or people's government), trade unions (including the local trade union council and the basic trade union) and other bodies concerned (i.e. the administration in charge of the enterprise, supervisory body, etc.). The local administration body (or people's government) shall be responsible for directing the organisation of this work or, if necessary, for organising it directly.

Article 7

The local labour administration body (or people's government) and the administration in charge of the enterprise shall as soon as they have received the "Summary of the Accident" of a serious accident, directly and separately report it by telephone, telegramme or other urgent means to their respective superior bodies, to be transmitted ultimately to the Ministry of Labour of the Central People's Government and the central administration in charge of the enterprise.

The labour administration bodies (or people's governments) at each level shall, immediately after having received the aforementioned "Summary of the Accident", send copies of the same to the corresponding trade union councils.

Article 8

The investigation group for examining serious accidents shall include one or more members of the labour administration body (or people's government). In cases where the

labour administration body (or people's government) is unable to send its members right away, it may ask the trade union council or other bodies concerned to send one or more of their members to take part in the investigation on its behalf. The group shall elect their own leader. The results of the investigation and the conclusions of the group shall be written, in accordance with a special form supplied, into a "Report of investigation of serious accident resulting in injury and death of workers and staff members in industrial, transport and building enterprise" (abbreviated as "Report of investigation of serious accident resulting in injury and death"), copies of which shall be sent to the local labour administration body (or people's government), the administration in charge of the enterprise, the trade union council and other bodies participating in the work of investigation.

Article 9

The investigation into an ordinary accident shall be organised by the manufacturing or mining enterprise concerned, but they shall ask representatives of the basic trade union to participate in this work and shall preserve the records for the examination of the labour administration body (or people's government) and the administration in charge of the enterprise.

The central administration in charge of the enterprises shall order the enterprises under its jurisdiction to send it, at fixed periods, the records of investigations of ordinary accidents, and it shall make out the investigation forms to be used by such enterprises.

Article 10

The manufacturing and mining enterprises shall make out, within 10 days after the end of each month, a "Monthly report of injuries and deaths of workers and staff members

in industrial, transport and building enterprises" (abbreviated as "Monthly report of injuries and deaths of workers and staff members") containing all details of injuries and deaths of workers and staff members (including both serious and ordinary accidents) occurring in the preceding month, using the prescribed form or any other form approved by the Committee of Financial and Economic Affairs of the Government Administration Council, and shall submit it to the local labour administration body (or people's government), the administration in charge of the enterprise and the trade union council. The labour bureaus of the provincial people's governments (or municipalities directly under the Central People's Government), the labour departments of the people's governments (or military and administrative committees) of the Greater Administrative Areas and the Ministry of Labour of the Central People's Government shall be responsible at their respective levels for the reports and summaries. The results of their statistics shall be submitted to their respective superiors and also to the government committees of financial and economic affairs, administrations in charge of the enterprises and trade union councils of the corresponding level.

The central administration in charge of the enterprises shall order enterprises under its jurisdiction to submit, at fixed periods, a "Monthly report of injuries and deaths of workers and staff members."

Article 11

Any injured workers or staff members who have died after the "Report of investigation of serious accident resulting in injury and death" or record of investigation of an ordinary accident was filled up and sent, shall be classified as deaths after the event. The manufacturing and mining enterprise shall include the names of such deceased in the

"Monthly report of injuries and deaths of workers and staff members" for the month when the deaths occurred.

Article 12

In the case of accident resulting in injury or death of workers and staff members in railway, highway, water transport, postal, tele-communications, building and lumber enterprises and their subsidiary bodies whose activities are not restricted to any single administrative district, these enterprises shall report to the labour administration body (or people's government) and the trade union council near the place of accident, and also to the superior administration in charge of these enterprises and the industrial union in which their members are organised.

Article 13

The leading trade union cadres in the manufacturing and mining enterprises shall have the right to supervise the managements or owners to carry out the system of reporting and they shall countersign all reports and forms.

Article 14

Where labour administration bodies at any level find that in their districts there are manufacturing or mining enterprises which wilfully avoid or delay the reporting of accidents resulting in injury and death of workers and staff members, they shall order them to submit the report; and shall criticise or warn them, or refer the matter to a competent judicial body where such enterprises shall be liable to a fine of 50,000 to 5,000,000 yuan,* according to the seriousness of the case (i.e. gravity of the accident, the lag of time they wilfully avoided or delayed the report, the size of the enterprise, and whether

*old currency---ed.

it is a first or second offence); and shall recommend to the superior body of such enterprises that they be given administrative punishments.

CHAPTER FOUR

BY-LAWS

Article 15

For carrying out the present Measures, the Ministry of Labour of the Central People's Government and the various central administrations in charge of the enterprises shall work out supplementary provisions concerning the investigation, registration, statistics and report of the accidents causing injury and death of workers and staff members under their jurisdiction and submit them to the Committee of Financial and Economic Affairs of the Government Administration Council for examination and approval before putting them into effect. For carrying out the present Measures and the supplementary provisions of the Ministry of Labour of the Central People's Government and the various central administrations, the People's Governments of the Greater Administrative Areas and provinces (or municipalities directly under the Central People's Government) shall work out practical measures for their respective areas, provinces, or municipalities, and shall submit them to their respective superior committees of financial and economic affairs for examination and approval before putting them into effect.

Article 16

The present Measures shall be enforced as from January 1, 1952. Upon the enforcement of the present Measures, the "Measures on the Reporting of Injuries and Deaths of Workers and Staff Members in Public and Private Manufacturing and Minig Enterprises of the Country" promulgated by the

General Order of the Committee of Financial and Economic Affairs of the Government Administration Council dated April 28, 1950 (General Financial and Economic No. 356) and the General Order of the Ministry of Labour of the Central People's Government dated May 4, 1950 (Special Labour Protection No. 202), the forms and schedules attached therewith, and all other measures concerning the reporting of injuries and deaths of workers and staff members issued by the various administrations and in the various areas shall then become null and void. Only those parts in the "Measures on the Reporting of Injuries and Deaths of Workers and Staff Members" issued by the central administrations in charge of enterprises, not in contravention of the present Measures, shall be temporarily kept in force during the first quarter of 1952, before the supplementary provisions mentioned in the preceding article have been examined, approved and enforced.

**DECISION OF THE GOVERNMENT ADMINISTRATION
COUNCIL ON EMPLOYMENT**

*(Adopted at the 146th Administrative Session of the Government Administration Council on July 25, 1952
and promulgated on August 6, 1952)*

The long period of imperialist invasion and the long reactionary rule of the Kuomintang resulted in serious unemployment, and has left a large army of unemployed to be dealt with by the people's New China. In the last three years, the People's Government has done a lot of work, and has achieved outstanding successes in tackling the problem of employment and giving relief to those who are temporarily unemployed and have difficulties in maintaining their living. First of all, the People's Government has adopted a policy of taking over all the personnel in the former Kuomintang government offices and educational institutions who were left over when the reactionary rule of the Kuomintang collapsed. Due to the economic rehabilitation and development and expansion of various construction works during the last three years, most of the unemployed workers and intellectuals have been found work. Up to December, 1951, 1,200,000 unemployed workers had been found work, of which 600,000 were placed in state factories and mines. Since liberation, around a million unemployed intellectuals have got employment in various kinds of work through re-training, recruitment or individual placement. In the countryside, as land reform has been completed in an area with a rural population of more than four hundred million, village loafers, ex-Kuomintang army officers who had returned to the villages, and landlords who have never participated in production, all received their share of land, equally with the peasants, and joined in production. At the present time, both in the

cities and countryside, the number of employed is much higher than at any period in history, while the number of persons who have no chance of being employed, or are capable of working but do not work, is much smaller than at any period.

But the problem of the employment of a section of the unemployed intellectuals, ex-Kuomintang army officers and government officials left over from the old society cannot be solved completely before the construction and work in various sphere of the nation are expanded on a large scale as these people have not been reformed and lack special skills or knowledge. At the same time, because of the continuous readjustment of the social economy and its forward advance along the path of New Democracy during the last three years, many non-productive trades which are not beneficial to the national welfare and people's livelihood and those occupations which make their profit from speculation and cheating on government contracts have been gradually eliminated, and the parasitic and luxury trades serving the wants of the landlords, bureaucrats and compradors have been daily declining. All these inevitably create unemployment and under-employment. In the manufacturing, mining and transport enterprises, as a consequence of the reasonable raising of labour efficiency through production reforms, improvement of labour organisation and popularisation of advanced methods of production, there is now a surplus labour force in some enterprises. In addition, there are a large number of housewives in the cities (many of them intellectuals with a fairly high educational level). Some of them could not find work in the old society because of discrimination and now want to work, while others, in the past, lived on their husbands' earnings and did not want to work, but now want to work because of changes in their outlook in the last three years. They form a rather large section of the surplus labour in the cities.

In the countryside, there was always surplus man-power in the past because of the insufficiency of cultivated land. After the land reform, everyone has got his or her share of land and has enough to eat, but the position of there being insufficient cultivated land has not fundamentally changed, hence there is still a large amount of surplus man-power. Moreover, in view of the development of the mutual aid and co-operative movement and the expected improvement of agricultural implements possible under present conditions, surplus man-power in the country-side will increase, if we do not find ways and means of solving this problem in the fields of agriculture, subsidiary occupations, afforestation, animal husbandry and handicrafts. At present, the surplus man-power is blindly flowing into the cities without any organisation or plan, this also aggravates unemployment and under-employment in the cities. But we must understand that the problem of unemployment and under-employment in the cities which has arisen from economic re-adjustment, and the problem of urban and rural surplus man-power which has arisen from the re-organisation of production, social reforms, land reform and the development of the mutual aid and co-operative movements, are temporary difficulties which are unavoidable in our advancement, and are essentially different from the problem of unemployment during the reactionary regime.

The employment of the various types of unemployed in the cities and the full utilisation of the large surplus man-power in both urban and rural areas are problems which must be solved during the period of large-scale national construction, and will be gradually solved with the development of production. In order to make preparations for the large-scale national construction which will soon commence, to solve the general problem of providing work for the various kinds of unemployed, to gradually eliminate unemployment

and under-employment, to fully utilize the large amount of surplus urban and rural man-power in a planned way in the productive enterprises and social services and to realize gradually the co-ordinated allocation of the labour force, the Government Administration Council of the Central People's Government has called a special conference on employment in July. Summarizing the results of discussion at the Conference, the Council decides:

I. All state and private enterprises should observe the Common Programme and policies and decrees of the People's Government, and actively develop production and expand business. During the period of economic construction which will soon commence on a large scale, all state and private enterprises which serve the needs of the state and the people are bound to have a bright future. Even though there may be temporary difficulties in certain enterprises, the managements or the owners should not try to solve their problem by dismissing workers and staff members, but should overcome the difficulties by developing production and expanding business, so that the interests of the workers and staff will be protected, and an increase of unemployment avoided. Where dismissals of workers and staff members are necessary, it must be done according to the stipulations of the Trade Union Law and other relevant laws and decrees.

All state and private enterprises should adopt a policy of retaining those workers and staff members who are not required as a result of production reforms and reasonable rise of labour efficiency. They should not be dismissed and their wages (considered as a part of the cost of production) shall be maintained by the original employing enterprises. These enterprises should, rather, take advantage of such conditions to train their workers and staff serialim, in order to improve their vocational, political and educational level and be ready

for re-engagement in work upon expansion of the enterprises or on assignment of work by the state. Such a policy will also help to encourage the initiative of the workers and staff in making inventions and raising rationalisation proposals.

There are some private enterprises which have no future and must change to other trades because of economic re-adjustment. In so doing, labour should be transferred together with capital as a matter of principle. If the application for changing over to another trade and the plan for opening up a new business have been approved by the departments in charge of industry and commerce and measures for transferring labour, together with capital, have been formulated through labour-capital consultation according to the plan for the new business and to the qualifications of the workers and staff, and it is then found that there are still a number of workers and staff members who cannot be placed in the new business, then the owner may, in accordance with the Trade Union Law and other relevant laws and decrees, apply to the departments in charge of labour for permission to dismiss them. Dismissals which obtain the approval of the department in charge of labour must follow the legal procedure.

If a private enterprise is really making such losses that they cannot continue in business and after consultation between labour and capital the situation is still not improved so that they have no alternative but to reduce the scope of their business or close down altogether, they can only close down after getting the sanction of the departments in charge of industry and commerce, and can only dismiss the whole or a part of their workers and staff with the permission of the departments in charge of labour. If in future, these enterprises extend or re-open their business, the workers and staff members who have been dismissed should have priority in re-engagement.

The departments in charge of labour should handle the problem of dismissing workers with great care, basing their decisions upon the actual circumstances and taking into account the interests of both labour and capital. They should sanction reasonable applications for discharging workers, while at the same time they should strictly prevent all attempts to discharge workers and staff members under various pretexts, to close down businesses without permission, and all attempts to lock-out workers or stop payment of wages or supplying of meals.

The departments in charge of industry and commerce should be very careful in granting applications to close down businesses or to change over to other trades in view of the necessity to stabilise the economy and reduce unemployment. At the same time, they should be cautious in giving permission for the opening of new businesses, ascertaining the true financial position of the applicants, the reason for opening the new business and their operational plans, so as to avoid blind opening up and closing down of businesses which will create unemployment. To handle these questions correctly, the departments in charge of industry and commerce in the big and medium cities should set up advisory committees with the participation of the departments in charge of labour, trade union organisations, federations of industry and commerce and other government institutions and public organisations concerned.

In order to protect the health of the workers and staff, raise labour productivity and increase employment, an eight to ten hours working day should be firmly instituted in a systematic and planned way. All big state and private factories, mines and communication and transport enterprises should implement the system of an eight hour working day as far as possible. The present system of one or two shifts per day should be changed to two or three shifts per day in all

enterprises where the position of raw materials, marketing and technique permits. State shops and co-operatives in the big and medium cities and in the factory and mining districts should, as far as possible, also operate on an eight hour working day system. In cases where work is detrimental to health, working hours should be less than eight hours per day. Overtime work in all state and private enterprises should be strictly restricted.

All unemployed workers should be registered and placed individually or given training for re-employment in other trades. Those unemployed workers who cannot be placed or given training right away, but who have real difficulties in maintaining their living, should be helped in the forms of providing relief work, organising migration to other areas for land reclamation, equipping them for self-employment or by giving temporary or long-term relief.

Women who were workers before liberation and who want to resume work should be organised to do processing work for the factories or take part in handicraft production as the position of raw materials and marketing permits, or be other work according to the needs and possibilities.

II. With regard to the problem of intellectuals, the basic situation is that there are too few intellectuals to meet the needs of large-scale national construction. However, there are at present a number of intellectuals who are unemployed, mostly because they lack special knowledge or skill, a result of the colonial economy and educational system of old China. They are rather slow at changing their outlook; while some are starting to make progress, others are still falling behind; and some have a complex political background. Most of them are middle-aged and have family burdens, and in general, they are unwilling to work in the countryside, and still less in the more remote areas and border districts. But some

of them would have real family difficulties if they were to go to work in other places. All these constitute reasons why they have not yet obtained employment. Some of them, mostly educated housewives, have never worked in the past due to various reasons. On the other hand, certain enterprises and institutions have been only willing to accept young cadres of student origin and were reluctant to accept these unemployed intellectuals. Such an attitude must now be done away with; consideration should be given to the actual circumstances and the over-all situation and the policy of recruiting, educating, reforming and employing intellectuals on a wide scale should be carried out, otherwise it will be impossible to cope with the pressing needs of the large-scale national construction which will soon commence. In particular, the departments of education, health, trade and the co-operatives should pay attention to recruiting these unemployed intellectuals, to training, reforming and employing them, and to continue to reform them while they are working. At the same time, the unemployed intellectuals should see their own ideological shortcomings and make efforts to improve themselves. For those intellectuals who had, in the past, taken part, to a greater or lesser degree, in counter-revolutionary activities or organisations but have now sincerely, honestly and completely told their stories, the policy of educating, reforming and employing them should be adopted. The small number of unemployed intellectuals who can continue their studies in higher institutions or specialised intermediate schools should be given help to enable them to enrol, with a view to meeting the needs of the further development of national construction.

With regard to a section of the unemployed intellectuals who are locally well-known and have a considerable educational level but cannot undertake heavy work due to old age or bad health, appropriate measures should be taken to give them suitable work and care. Proper relief should also

be given to those aged unemployed intellectuals who are completely incapable of work and have genuine difficulties in maintaining themselves.

With regard to housewives of intellectual origin who now want to work, special consideration should be given in view of the fact that most of them have household work. Therefore, appropriate measures should be adopted to draw them into work in a planned, organised and systematic way, as, for example, giving them part-time work with pay which is a means beneficial both to them and to the public.

III. The Kuomintang reactionary regime left behind a large number of ex-army officers and government officials who were generally supporters of the reactionary rule. Although some of them still have hostile feelings towards the People's Government, nevertheless, because of the inspiration and influence of the great victory of the people achieved in the last three years, the majority of them have now shown that they are willing to come over to the side of the people and are prepared to make amends by good service.

Most of the ex-Kuomintang army officers and government officials have gone back to their own villages, received their share of land during the land reform and have joined in agricultural production. Some of them, after their return, have been put under the control and supervision of the peasants because of resentment toward their behaviour. This is not only natural, but also correct and necessary. However, if they work properly in agricultural production or other trades, observe the laws and decrees of the government, and do not engage in any reactionary activities, then, after the place where they live has been liberated for three years, their status as the ex-Kuomintang army officers or government officials may be changed on the recommendation of the Hsiang People's Congress and the sanction of the County People's Gov-

ernment; their new status shall be decided according to the nature of their work or trade (those who are concurrently of landlord origin shall be treated according to the regulations in regard to changing the status of landlords). Among the ex-Kuomintang army officers and government officials scattered in the cities, there are some who have means to live on, some who have already found work, some who are engaging in dishonest business and some who have real difficulties in maintaining a living. The two latter shall be required to register and the policy of educating, reforming and employing them should be adopted. They should be provided seriatim with systematic training in groups, and be helped to transfer to other trades, being reformed through training and work. However, ex-Kuomintang army officers and government officials should also endeavour to reform themselves and clarify their past position. For those who have no serious questions in their past political background and have now honestly told their stories, the same policy of educating, reforming and employing them should be adopted. Proper consideration should be given in dealing with the cases of those high-ranking ex-Kuomintang army officers and government officials who cannot be trained to do other work, but have real difficulties in maintaining a living, provided they have no specially bad records and have not incurred the great hatred of the people.

There are some ex-Kuomintang army officers and government officials who took part in the 1911 Revolution, the Northern Expedition or the War of Resistance to Japanese Aggression, and who changed over to the side of the people during the War of Liberation and were given money and sent back to their native towns; if they have no particularly bad records, special consideration should be given in dealing with their cases.

IV. The problem of the large amount of surplus labour in the country-side is different from that of the unemployed

and under-employed in the cities. They have food to eat and land to work. But the potentialities of their labour have not been brought into full play. Positive measures should be taken to find ways and means of utilising these potentials on production. At the same time, even with the present farming techniques, there is not enough cultivated land for the peasants to till, so that with the further development of technique more surplus manpower will be created. This is a basic problem. Consequently, a fundamental essential should be the carrying out in a planned and systematic way of immigration to the Northeast, Northwest and Southwest, so that the area of cultivated land can be expanded through land reclamation, on the condition that in so doing soil and water conservation shall not be disrupted nor the pasturage of flocks and herds interfered with. Small water conservancy projects should be widely developed and arid land turned into irrigated fields, seed selection and farming techniques should be improved and intensive cultivation advocated so that the output per unit area will be raised. In densely populated areas, there are still large quantities of waste land such as sandy, alkaline and laterite soil. Experiences have proved that all these lands can be utilized, and surplus manpower in the countryside should be organized to reclaim them. The work of clearing land, improving soil, utilizing some existing lakes as detention basins and reclaiming others and of soil and water conservation in mountainous areas should also be carried out in a planned way.

Furthermore, a lot of surplus manpower can be utilized through the planned development of subsidiary rural occupations whose products have a good market, handicrafts, processing of agricultural and other subsidiary products, afforestation, fishery, river dredging, road construction and the construction of large water conservancy projects. The competent authorities should draw up plans for such develop-

ment in accordance with the actual circumstances, and see that they are implemented systematically. In particular, the All-China Federation of Co-operatives should, as far as possible, organize handicraft producers' co-operatives to develop the production of handicraft products which have a good demand both in the domestic and foreign markets.

The mutual-aid and cooperative movement should be actively developed. And, upon the basis of such an organized movement, it will be easier to organise the work of the immigrants on land reclamation, of clearing land and of small water conservancy projects.

While the growth of cities and industry and the development of national construction require a large number of labour force from the countryside, this must be organised in a planned and systematic way, and it is impossible to draw in a large amount of labour in a short space of time. Therefore, the peasants must be persuaded not to move into the cities blindly, without any job to go to.

V. With regard to the problem of unemployment of national minorities living in the cities, the main question is that of unemployment and under-employment of Moslems. Attention must be given to help them to solve this problem. Their scope of employment is limited because their customs and habits are different from those of the Han people. Efforts must be made to give them wide opportunities of employment and of transferring to other trades, and it is better to recruit them into factories and mines in a planned way on a group basis in addition to helping them by individual placing. Care and attention should be given, in all cases, to respect their customs and habits.

VI. Proper arrangements must be provided for those refugee and poverty-stricken Chinese nationals who have returned to the country from overseas. Keen attention should

be given to this by the administrations in charge of affairs concerning Chinese resident abroad and of civic affairs. Every opportunity should be fully explored to help them to find employment or to settle down in production, and they must not be left in an unsettled state to face unemployment or lack of education facilities. Substantial relief should be provided to those who are unable to work and cannot maintain a living.

VII. Homeless children and helpless, aged and disabled persons who are incapable of work, should be provided with homes and education or given individual relief. Those who are able to engage in light work may be organized in production. Loafers and beggars who are capable of work should be compelled to work, and where feasible, it is preferable to reform them collectively through labour.

VIII. All the unemployed in the cities should be systematically registered. These should include unemployed persons who have no permanent job such as manual and non-manual workers formerly employed in state and private industrial and commercial enterprises, communication and transport establishments, handicraft workshops, government institutions, public organizations and schools, as well as building and transport workers without definite employment; seasonal workers who cannot find work because of a decline in their trades; unemployed intellectuals of not less than junior middle school education; such independent producers, itinerant traders, stallkeepers and pedlars, managing agents and owners of small enterprises whose businesses have closed down and who have no other income, have difficulties in maintaining a living and want to work as wage-earners; as well as unemployed ex-Kuomintang army officers and government officials who want to find work because of hardship.

After registration, all the cases shall be individually dealt with according to their circumstances. As a general

rule, they should be trained in groups seriatim in a planned way, and thereafter, the problem of their employment shall be solved gradually in accordance with the needs of the development of national construction and their own qualifications. To cope with practical needs, the departments which recruit them should be responsible for their political and vocational training and training for re-employment in other trades. After registration, those unemployed who really have difficulties in maintaining a living should be provided with proper reliefs.

In order to achieve labour employment in a co-ordinated way and to further realize the unified allocation of the labour force, labour employment committees with offices and their own full-time staff should be established by the central authority, the greater administrative areas, the provincial authorities and the large municipalities. These committees shall direct the registration and placing of all unemployed persons handled by departments in charge of labour and by other departments concerned. In case of necessity, labour employment committees may also be set up by municipalities under the provincial authorities, with the approval of the provincial people's government concerned.

To sum up, in dealing with the problem of unemployment and under-employment in the cities, as well as the problem of the vast amount of surplus man-power in both urban and rural areas, consideration must be given to the needs of national construction, to the over-all situation, to the actual circumstances and to long-term interests, and any work which is necessary and feasible at the present time should be started. Only in this way can unemployment be gradually eliminated and the potentialities of surplus urban and rural man-power be fully and systematically tapped, thus creating more wealth for the state and the society and promote the further development of the national economic and other construction.

**DIRECTIVE OF THE GOVERNMENT ADMINISTRATION
COUNCIL ON DEVELOPING THE SPARE TIME EDUCA-
TION OF WORKERS AND STAFF MEMBERS**

(June 1st, 1950)

The development of spare time education is one of the most important means of raising the political, educational and technical levels of the broad masses of workers and staff members. The appropriate government departments in various parts of the country, the bureaus administering the enterprises and the trade union organisations shall undertake joint studies aimed at the implementation of this work in a planned, systematic and organised way. The following rules are to be followed in carrying out the work in the country.

(1) At present the students of spare time education shall be mainly workers and staff members in factories and enterprises, and literacy classes shall be the main content of spare time education. Spare time education of workers and staff members may be carried out in diverse forms which can be maintained regularly.

- a. In all factories and enterprises where elementary political education has been carried out among the workers and staff members for a certain period, a planned literacy movement shall be now started to open primary spare time education classes and encourage the illiterate workers and staff members to join the classes on a voluntary basis, in order that within three or five years all existing illiterate workers and staff members will be able to recognise about one thousand characters and to read simple publications.

- b. Mobilise all literate staff members, workers and members of their families in factories and enterprises to become teachers of primary classes and all literate people shall be enabled to understand that teaching illiterates is their glorious task and a duty they are bound not to refuse. As a matter of principle, teaching primary classes shall be a non-remunerative or quasi-remunerative work, while honours and material awards shall be given to distinguished teachers who have done good work.
- c. The methods of teaching in primary classes should be flexible; in places where there are no classrooms, lessons may be given on the work site, in dining rooms and living quarters or at the pitheads. The number of students in each class may not be fixed, but there should be a study plan, organization and system and the students shall be graduated only after finishing certain textbooks.
- d. Schools near factories and enterprises shall give every assistance to the trade union organisations to develop the literacy movement by opening primary spare time education classes for workers and staff members. Schools which have made an outstanding contribution in this work shall be awarded.

(2) In order that workers and staff members who have a certain degree of education may have a chance to raise their educational level, all factories and enterprises should, in accordance with circumstances, provide higher spare time education. This shall be carried out generally in the following way:

- a. Higher spare time education shall be of a more formal type such as: intermediate classes (the educational level whereof shall be equal to that of the

fifth or sixth grade in primary schools, workers and staff members who graduate from the primary class or have a primary school educational standard are qualified to join these classes); higher classes (the educational level whereof shall be equal to that of middle schools, workers and staff members who graduate from the intermediate class or have an educational standard of a graduate from the primary school are qualified to join these classes). The curricula shall be similar to the main courses in regular primary and middle schools.

- b. The term of study is provisionally fixed as two years for the intermediate class and five years for the higher class, but it may be prolonged or shortened according to circumstances. The students who have finished the major courses and passed the examination may receive certificates from the government educational departments. These certificates are equivalent to those issued by corresponding regular schools.
- c. The intermediate and higher classes of spare time education shall employ permanent teachers whose remuneration shall be correspondent to those obtaining in regular schools.

(3) The political education of workers and staff members may be carried out in such forms as reports on current affairs and lectures on special topics. In large factories and enterprises there may be established spare time political education classes for those workers and staff members who have a certain educational level, in order to give them a systematic education of political theory and to train them as functionaries with a preliminary understanding of theory. This shall be carried out in the following way:

- a. The subjects to be taught shall be the history of the development of society, Chinese revolution and the Chinese Communist Party, New Democracy and the Common Programme of the Chinese People's Political Consultative Conference, outline history of the world revolution, Soviet construction, labour policies and decrees. It is expected that these courses will be completed within two years.
- b. The teachers for the spare time political classes shall be recruited from the leading comrades in the factories and enterprises or from the political teachers in the middle schools and colleges in the locality.
- c. The students who have finished these courses and passed the examination may receive certificates from the educational departments of the provincial or municipal governments. The students receiving good marks who wish to continue their studies may be recommended for entrance examinations of higher political schools such as the People's University and College of Marxism-Leninism.

(4) In order to further raise the technical level of workers and staff members to meet the demand for technical workers in the course of the industrial development, the factories and enterprises shall now carry out planned technical education according to their circumstances. In the implementation of this work, attention should be given to the following:

- a. All technicians and skilled workers in the factories and enterprises shall be mobilized to help in the glorious task of training technical workers for the country by becoming voluntary technical teachers.
- b. Different forms of education such as technical training classes, technical research classes or signing of

apprenticeship contracts may be adopted in accordance with different demands and conditions.

- c. Regular examinations shall be held and students getting good marks shall be promoted in their technical grades and the teachers shall also receive a prize or award (in the private enterprises, these may be laid down in the collective contract or decided in the labour-capital consultative conference).

(5) As spare time education is so extensive, it should be carried out under the leadership of the government educational departments, with the help of trade union organisations as well as others concerned. Therefore, coordinated leading organisations shall be established, and it is hereby decided:

- a. The Ministry of Education of the Central People's Government and the All-China Federation of Trade Unions shall invite the Ministry of Labour and other bodies concerned to set up a Committee on Spare Time Education of Workers and Staff Members which shall discuss and decide on important matters such as policy, planning, curricula, expenditure and system related to the spare time education of workers and staff members throughout the country.
- b. The local educational departments or bureaus and the corresponding local trade union councils shall invite the labour departments or bureaus and other bodies concerned in the area to set up a local Committee on Spare Time Education of Workers and Staff Members which shall discuss matters related to spare time education in the area.
- c. The representatives of the government educational departments and the trade union organisations at various levels shall be respectively the chairmen and vice-chairmen of the spare time education com-

mittees. Appointment to such posts shall be made by the appropriate government education departments.

- d. The trade union organisations in factories and enterprises shall be responsible for the carrying out of spare time education for workers and staff members there, under the direction of the local spare time education committees. The management or owner of the factory or enterprise shall provide all necessary and available help.

(6) Sixty per cent of the cultural and educational fund which the factory or enterprise contributes to the trade union organisation shall be appropriated as expenditure for the spare time education of workers and staff members. Any deficit shall be made up by a subsidy from the educational fund of the local government. The expenditure on spare time education is limited to the payment of teachers' wages, allowances, prizes, subsidy for the purchase of books and small sundry purchases and should not be wasted.

(7) All factories and enterprises should try to provide buildings and equipment necessary for the spare time education.

(8) Studies shall be held out of working time. The primary and technical classes shall meet at least twice a week; the intermediate, higher, and political classes at least three times a week, each lasting at least ninety minutes. On study days the students may not have to work overtime or take part in meetings.

(9) The Ministry of Education of the Central People's Government and the All-China Federation of Trade Unions together with the Ministry of Labour and the Publications Administration shall jointly set up an editorial committee

responsible for editing the teaching materials for the primary and political classes. The intermediate and higher classes may use similar teaching materials as used in regular schools of the same level or in the short term middle schools for workers and peasants, but the content should be condensed. Technical and supplementary materials may be edited by the teachers and then sent to the local spare time education committee for approval.

(10) The present Directive may be applied to spare time education for workers and staff members with low educational level in various institutions.

(11) All local educational departments and local trade union organisations, upon receiving the present Directive, shall call on all bodies concerned to set up on an early date a Committee on Spare Time Education of Workers and Staff Members to plan and expedite the implementation of this work.

Chou En-lai,

Premier of Government Administration Council